

PROCEDURES FOR COMPLETION, RETURN, AND TABULATION OF THE ASSESSMENT BALLOT

The property owner or duly authorized signer should complete the attached assessment ballot. An explanation of who may complete the assessment ballot on behalf of the property owner is provided.

To complete the assessment ballot process, property owners **MUST** complete the following steps.

- **Verify** that the parcel number(s), legal owner's name, legal owner's address, and site address listed on the assessment ballot are correct. If any of these items are not correct, please contact this office at (213) 978-1099.
- Review the two assessment ballot options to approve or disapprove the **(Name of proposed BID)** PBID assessment.
- **Mark your option** to approve or disapprove of the proposed assessment.
- **Sign** the assessment ballot.
- **Place** the completed assessment ballot in the secrecy envelope and place the secrecy envelope in the return envelope.
- **Submit** return envelope with assessment ballot inside to the City of Los Angeles.

Assessment ballots may be submitted in the following manner:

- ☐ By Mail: 200 N. Spring Street Room 224, Los Angeles CA 90012
- ☐ By Facsimile: (213) 978-1130
- ☐ In Person: John Ferraro Council Chamber, Room 340, City Hall. 200 N. Spring Street, Los Angeles California, 90012. Please note: Ballot must be submitted prior to the close of the public hearing scheduled to consider this matter. The date, time, and place of the hearing are included in the accompanying hearing notice.

Ballots will be weighted according to the financial obligation of the owners of the affected properties.

WHO MAY COMPLETE THE ASSESSMENT BALLOTS

1. If the property is owned by an individual, the individual may sign.

2. If the property is owned by a corporation, the ballot may be signed for the corporation by any officers pursuant to Corporations Code section 313 (i.e., signed by the Chairman of the Board, President, or Vice President and the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer) or pursuant to the corporate by-laws or by resolution of the corporation's Board of Directors.
3. If the property is owned by a partnership, any general partner may sign.
4. If two or more persons own the property as tenants-in-common, any one tenant-in-common may sign for all.
5. If two or more persons own the property in joint tenancy, any one joint tenant may sign for all.
6. If a property is held by a husband and wife as community property, both must sign the assessment ballot.

In the event that more than one of the record owners of an identified parcel submits an assessment ballot, the amount of the proposed assessment to be imposed upon the identified parcel shall be allocated to each ballot submitted in proportion to the respective record ownership interests or, if the ownership interests are not shown of record, as established to the satisfaction of the agency by documentation provided by those record owners. (Government Code section 53753(e)(3))